

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**BATTALION COMMANDER
FIRE AND RESCUE DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs highly responsible, specialized technical and supervisory work in protecting City residents from fire and environmental emergencies or disasters, by leading a specialized crew in rendering emergency treatment to the sick and injured, and responding to emergency rescue situations involving bodily injury or potential loss of life. Employee reports to an Operations Chief. This is a mid-management level position within the department.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class serves as a supervisory member of one or more specialized crews responding to fire calls, disaster calls, and emergency medical calls, administering medical stabilization to patients in the field, and studying and training in the methods and techniques for fire fighting, hazardous materials handling, emergency medical care within the assigned district. Work includes supervising the operation of a district, the extinguishing of fires and/or mitigation of other disasters, the application of necessary emergency medical care to sick or injured persons, and participation in the maintenance of station equipment and quarters. Work is frequently performed under hazardous conditions, requiring rapid response and strenuous physical exertion. Duties assigned to employees in this class may vary according to the needs of the department assigned and/or allocation of workload. Duties may also include assisting in administrative programs and functions of the department. Tact, courtesy, and firmness are required in dealing with sick or injured persons, the general public and subordinate firefighters. Work is performed in accordance with established procedures and techniques, but the employee must exercise substantial independent judgment in management and supervision of fire fighters and fire companies. In addition, an employee in this class regularly supervises the training and operations of other fire companies and acts as an incident commander. Work is performed with considerable independence under the limited supervision of an Operations Chief and is evaluated by a combination of the employee's ability to carry out essential job functions, continuing acquisition of new knowledge and skills in support of those essential job functions and ability to demonstrate the competencies described herein.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Directs activities of district in responding to fires, fire alarms, medical emergencies, rescues, hazardous material situations and other emergency situations; directs the activity of

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multiple companies at emergency scenes; commands scene at fire ground. Supervises subordinate firefighters and participates in some or all of the duties listed below:

- Responds to fire calls; performs necessary work in extinguishing fires on structures, brush, personal and commercial properties, etc.
- Responds to calls for environmental and other disasters involving hazardous materials such as gas leaks, fuel spills and chemical emergencies; takes proper steps to mitigate hazardous situations.
- Responds to emergency calls as an emergency medical technician; performs necessary rescue work; and administers necessary emergency medical care.
- Responds to non-emergency calls, such as requests to assist other emergency medical care providers in moving patients into transportation vehicles and assisting disabled persons in their homes when other assistance is inadequate.
- Participates in a continuous training program to improve competence in fire fighting as well as medical technical work and in emergency vehicle maintenance and operation; studies street and road patterns and networks of the City so that future runs may be made with minimum difficulty and delay.
- Participates in a continuous training program to improve competence in handling and mitigation of hazardous materials incidents.
- Inspects and maintains vehicles and equipment used in fire fighting, rescue and emergency medical service.
- Performs and supervises housekeeping and maintenance tasks at the station.
- Participates in fire prevention and education activities for the City; gives station tours, visits schools, church and civic clubs to discuss fire prevention and safety.
- Maintains level of physical fitness required by the City.
- Participates in pre-fire planning and fire inspections for City businesses and multi-family residences.
- Supervises and conducts fire inspections in assigned occupancies.
- Utilizes specialized hand-and power-tools in rescuing victims of fire, disaster and other emergencies.
- Performs cardiopulmonary resuscitation or defibrillation as necessary.
- Participates in equipment testing.
- Assists in managing administrative programs within the department such as fire and emergency training programs, professional standards programs, accreditation, insurance rating and logistics programs.

Assists Operations Chief in determining fire and rescue training and other training needs, develops appropriate programs and conducts necessary training for multiple crews; maintains training records on personnel for district to monitor training status; provides necessary training to ensure working proficiency and to ensure that qualifications and all certifications are current.

Assists Operations Chief in maintaining personnel records for district; performs routine personnel-related functions including, but not limited to, assigning and planning work, evaluating performance of subordinates, reviewing work performed, coordinating

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activities of multiple crews, disciplining, maintaining attendance and time sheets, and training.

- Conducts and supervises fire inspections.

- Requests additional resources and assistance from other fire fighting and emergency professionals as necessary.

- Assists subordinate firefighters with career planning.

- Oversees and maintains inventory of fire fighting equipment, gear, supplies for apparatus and fire station.

- Prepares a variety of incident reports and maintains a variety of records.

- May serve as Operations Chief in absence of same.

ADDITIONAL JOB FUNCTIONS

- May be required to maintain availability for response on an off-duty basis in event of fire, rescue, hazardous materials or other emergency, or for fire investigation or fire code activities.

- May be required to undertake fire fighting, emergency medical care, rescue and related activities in emergency situations.

- May be asked to serve as a GIS Data Steward for departmental databases: develops, updates, maintains, and shares GIS data; ensures security, integrity, and recovery for GIS data; documents and indexes GIS data using FGDC Metadata Standards; notifies City of Asheville staff and others of GIS data availability and updates; provides requested information regarding databases; provides timely and thorough input to the Annual GIS Data Inventory; and provides timely and thorough input to the Annual GIS Needs Assessment.

- Performs related work as required and as necessary.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of fire fighting procedures, techniques and apparatus.

- Considerable knowledge of the principles, practices and procedures of supervision.

- Considerable knowledge of hazardous materials and mitigation of situations involving hazardous materials.

- Considerable knowledge of emergency medical procedures and techniques.

- Considerable knowledge of equipment and supplies employed in fire fighting and in the emergency care of patients and victims of accidents.

- Considerable knowledge of City geography and of the location of roads and streets within the City.

- Considerable knowledge of state and local fire codes.

- Considerable knowledge of the principles and practices of supervision.

- Considerable knowledge of training materials, procedures and techniques.

- Ability to recognize, assess and respond quickly and calmly to emergency situations.

- Ability to safely drive vehicles at a rate of speed.

- Ability to lift substantial weight.

- Ability to understand and follow oral and written instructions.

- Ability to deal tactfully, courteously and firmly with the general public.

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Ability to establish and maintain effective working relationships as necessitated by work assignments.

MINIMUM EXPERIENCE AND TRAINING

Associate's degree in Fire Protection (*Required as of January, 2008 – persons in this position as of that date must have the degree or be demoted. All persons promoted after that date must have the degree to qualify for the position.*), supplemented by advanced coursework in management and technical skills, 5 years experience as a career Fire Officer II/Captain; and/or any equivalent combination of training and experience required to perform the essential position functions.

SPECIAL REQUIREMENTS

Possession of the following certificates issued by the State of North Carolina: Firefighter II, Standard Fire Inspector I, Emergency Medical Technician-Defibrillator, Hazardous Materials Technician, Level II Fire Instructor, Fire Officer II, Fire and Life Safety Educator I, and accumulation of at least 100 points towards fire/arson investigator certification. Possession of a valid Commercial Driver's License (CDL) issued by the State of North Carolina.

Employee must live within 30 minutes – approximately 18 miles in distance – (using the standard time/distance formula) of the City Building. Immediate response is required for emergencies.

Employees may be assigned to a 24-hour shift or may be assigned to a weekday schedule. Employees may be moved between shift assignment or weekday assignment as is deemed necessary by management.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

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Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Administrative Skills: Ability to speak clearly and concisely before a large assembly of people and be able to tactfully explain information. Ability to write memoranda, letters, reports, policies and directives without review by others. Ability to produce comprehensive reports and analysis of data. Ability to make solid decisions based upon experience, skill and a clear understanding of the City's and the department's objectives and organizational philosophy.

Salary Grade 19
Exempt